



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

## **CITY OF MARKESAN COMMON COUNCIL**

### **Markesan City Hall AMENDED AGENDA**

May 12, 2020  
7:00 p.m.

1. Preliminaries
  - 1.1. Call to Order
  - 1.2. Roll Call by the Clerk-Treasurer
  - 1.3. Citizen's Comments
2. Approval & Review of Minutes, Reports, & Correspondence
  - 2.1. Approve Common Council Minutes – April 7, 2020
  - 2.2. Approve Organizational Council Minutes – April 21, 2020
  - 2.3. April Police Report & May Schedule
  - 2.4. Public Property & Health Minutes – May 5, 2020
  - 2.5. Finance Personnel & Safety Committee of the Whole Minutes and Closed Session Minutes – May 5, 2020
  - 2.6. Streets, Buildings & Utilities Committee Minutes – May 5, 2020
  - 2.7. April 2020 Library Director's Reports and Markesan Library Board Minutes – April 16, 2020
3. Approval of Claims:
  - 3.1. City Checks #35920-35978, Electronic Payments #EFT 0995-1004 Direct Deposits #3585-3637, and Utility Checks #12546-12565
  - 3.2. File Treasurer's Report for Audit
4. New Business
  - 4.1. Discussion and Action on June Dairy Days Use of City Garage
  - 4.2. Discussion and Acceptance of Alderperson Brenda Henke Resignation
  - 4.3. Presentation of Employee Recognition Proclamation
  - 4.4. Discussion and Approval of Violation Notice Timing and Fines Policy
  - 4.5. Discussion and Approval of Blacktop Patch Bid for Water Main Breaks from General Asphalt in Beaver Dam for \$2,700.00
  - 4.6. Appoint New Public Works Director and City Forester to Joe Strelow
  - 4.7. Discussion and Action on Chicken Ordinance
  - 4.8. Discussion and Action on Bulky Trash Pickup
  - 4.9. Discussion and Action on Amending the Employee Handbook to Include Policy on Voluntary Fire Fighter and EMT Employees
  - 4.10. Discussion and Action on Public Works Assistant Hourly Wage
5. Old Business
  - 5.1 Discussion and Approval to Purchase from Ewald Automotive the New Public Works 2021 Chevrolet Truck with Rugby Box for \$42,242.00
6. Schedule Future Meetings and Agenda Items
7. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

CITY OF MARKESAN COMMON COUNCIL  
Markesan City Hall

April 7, 2020

MINUTES

**1. Preliminaries**

- 1.1 Meeting was called to order by Mayor Slate at 7:00 pm.
- 1.2 Present were Mayor Slate, Ald. Abendroth, Ald. Henke, Ald. Thiem, Ald. Triemstra, and Ald. Kazda. Ald. Bieszki was not present. Also present was Roger Matthews from the Berlin Journal. Also present was Joe Strelow and Jason Jobs (and his son for a class project).
- 1.3 Citizens Comments: An Alderperson shared some concern about the election ballot process. Also it was asked to advertise more that bulky trash is postponed for now due to the COVID-19. The City will put it on Facebook, and the Berlin Journal will put it in the paper.

**2. Approval & Review of Minutes, Reports & Correspondence**

- 2.1 After review, motion Abendroth/Kazda to approve the March 10, 2020 Common Council minutes and closed session minutes; motion carried 5-0.
- 2.2 After review, Mayor Slate asked that No Action be added to the minutes, motion Thiem/Abendroth to approve the March 23, 2020 Special Common Council minutes and Closed Session Minutes; motion carried 5-0.
- 2.3-2.5 After review of all items, motion Triemstra/Kazda to approve the March Police Report & April Schedule, Finance, Personnel & Safety COW minutes and Closed Session minutes of March 31, 2020, March Library's Director's Report and Markesan Library Board minutes of March 17, 2020; motion carried 5-0.

**3. Approval of Claims:**

- 3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Abendroth/Triemstra to approve the following vouchers as presented: City Checks #35863-35919, Electronic Payments #EFT 0983-0994, and Direct Deposits #3534-3584 in the amount of \$103,705.64, and Utility Checks #12533-12545 in the amount of \$4,577.98; motion carried 5-0 on a roll call vote.
- 3.2 After review, by consensus the March 2020 Treasurer's Report was filed for audit.

**4. New Business**

- 4.1 Motion Bieszki/Abendroth to approve extending the Public Works Director position to Joe Strelow. Per offer of employment, he will start on April 27, 2020 at a rate of \$24.00 per hour for the first 90 days, and then a step increase to \$24.75 for the remainder of the year. Then a final step increase to \$25.50 starting January 1, 2021. Joe will be eligible for the City benefit program according to the Employee Handbook; motion carried 5-0 on a roll call vote.
- 4.2.1 Motion Triemstra/Kazda to approve paying a \$500 stipend to the Deputy Clerk-Treasurer for covering staff during the COVID-19 emergency situation; motion carried 5-0 on a roll call vote.
- 4.2.2 After discussion, motion Abendroth/Triemstra to approve a pay increase for the Public Works assistant to \$18.75 per hour; motion carried 5-0 on a roll call vote.
- 4.2.3 Following discussion, motion Henke/Triemstra to postpone the discussion on the Public Works Part-Time Employee until the May Streets Committee meeting; motion carried 5-0.
- 4.3 No Action on Public Works Part-Time Employee Pay Scale
- 4.4 Motion Abendroth/Triemstra to approve the Northern Lake Service, Inc. invoice for \$922.00; motion carried 5-0.
- 4.5 Following presentation from Tony Doro and discussion on the 2021 Street Project: No Action.
- 4.6 Motion Abendroth/Triemstra to waive the reading and approve Resolution #02-2020 CDBG Application; motion carried 5-0 on a roll call vote.
- 4.7 Motion Triemstra/Henke to waive the reading and approve Resolution #03-2020 Citizen Participation; motion carried 5-0 on a roll call vote.
- 4.8 Motion Thiem/Kazda to waive the reading and approve Resolution #04-2020 which Authorizes a Representative to File Application; motion carried 5-0 on a roll call vote.

- 4.9 Following discussion, motion Abendroth/Triemstra to approve General Engineering Company to draw plans and specs for the 2021 Street Project and to be paid with Utility money; motion carried 5-0 on a roll call vote.
- 4.10 Motion Triemstra/Abendroth to send the Skid Loader Rollout to May Streets Committee meeting; motion carried 5-0.
- 4.11 Motion Triemstra/Kazda to send the Purchase of the New Public Works Truck to the May Streets Committee meeting; motion carried 5-0.
- 4.12 Motion Thiem/Henke to approve the Operator's Licenses for the period ending 6/30/20 to Alex A Dallman, Mark J Gelhar, Erica Lien and Heriberto Tovar-Lira; motion carried 5-0.

**5. Closed Session: Public Works Director Position**

No Closed Session was held.

6. **Schedule Future Meetings and Agenda Items.** The following meetings were scheduled: Finance, Personnel & Safety on Tuesday, May 5, 2020 at 6:30 pm at City Hall; Streets, Buildings & Utilities – Tuesday, May 5, 2020 immediately following Finance, Personnel & Safety at City Hall; Public Property & Health – Tuesday, May 5, 2020 immediately following Streets, Buildings & Utilities at City Hall; and Common Council on Tuesday, May 12, 2020 at 7:00 pm at City Hall. Common Council Organizational Meeting was scheduled for Tuesday, April 21, 2020 at 7:00 pm at City Hall.
7. **Adjournment.** Motion Triemstra/Thiem to adjourn; motion carried 5-0. The meeting adjourned at 7:37 pm.

Respectfully submitted,

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Elizabeth A. Amend, Clerk-Treasurer

CITY OF MARKESAN COMMON COUNCIL – ORGANIZATIONAL MEETING  
APRIL 21, 2020  
MINUTES

**1. Preliminaries**

- 1.1. Meeting was called to order by Mayor Rich Slate at 7:01 pm.
- 1.2. Present were Ald. Abendroth, Ald. Bieszki, Ald. Henke, Mayor Slate, Ald. Thiem, Ald. Triemstra, Ald. Kazda and Clerk-Treasurer Amend. Also present was Joe Strelow and Roger Mathews with the Berlin Journal.
- 1.3. No citizen's comments.

**2. Old Business**

- 2.1. Motion Bieszki/Triemstra to repair the boiler and approve the Super Heat invoice for \$1,345.00; motion carried 6-0 on a roll call vote.
- 2.2. Motion Bieszki/Abendroth to purchase the S570 Bobcat Skid-Steer Loader from Waupun Equipment Co Inc. for \$2,000.00; motion carried 6-0 on a roll call vote.
- 2.3. No Action on the quotes for the new Public Works truck.
- 2.4. Motion Bieszki/Kazda to approve the part-time public works employee to be paid \$12.00 an hour at the recycling center, in which the City of Markesan will cover the cost difference; motion carried 6-0 on a roll call vote.

**3. Adjournment**

- 3.1. Motion Triemstra/Thiem to adjourn; motion carried 6-0. The meeting adjourned at 7:22 pm.

**4. Preliminaries**

- 4.1. Meeting was called to order by Mayor Rich Slate at 7:23 pm.
- 4.2. Present were Ald. Abendroth, Ald. Bieszki Ald. Henke, Mayor Slate, Ald. Thiem, Ald. Triemstra, Ald. Kazda and Clerk-Treasurer Amend. Also present was Joe Strelow and Roger Mathews with the Berlin Journal.
- 4.3. No citizen's comments.

**5. Seating of New Council Members**

- 5.1. Clerk-Treasurer Amend certified that the newly elected officials present at the meeting, Ald. Beth Kazda, Ald. Triemstra and Ald. Abendroth had taken their oath of office by April 21, 2020.
- 5.2. Motion Henke/Kazda to nominate Stephen Bieszki as Council President; motion carried 6-0.

**6. Appointments**

- 6.1. Mayor Slate made the following executive appointments for one year terms effective April 21, 2020: Motion Bieszki/Thiem to confirm the following appointments as presented: Finance, Personnel & Safety Committee: David Abendroth, Chair, Stephen Bieszki, Elizabeth Kazda, Brenda Henke, Rich Slate; Streets, Buildings & Utilities: Stephen Bieszki, Chair, David Abendroth, Dennis Triemstra, Adam Thiem, Rich Slate; Public Property & Health: Elizabeth Kazda, Chair, Brenda Henke, Adam Thiem, Dennis Triemstra, Rich Slate; Green Lake Co Economic Development Representative: VACANT; Weed Commissioner: Will Pflum; Board of Zoning Appeals Chair: David Zanto; motion carried 6-0.
- 6.2. Mayor Slate made the following official appointments for one year terms effective April 21, 2020. Motion Bieszki/Triemstra to confirm the following appointments as presented: Administrative Review Board: Brenda Henke; Board of Review: David Abendroth and Elizabeth Kazda; Alternates: Adam Thiem, Brenda Henke, Dennis Triemstra, Steve Bieszki; Community Development Authority Representatives: Adam Thiem and Dennis Triemstra; Planning Commission Representative: Dennis Triemstra; and Library Board Council Representative: Elizabeth Kazda; motion carried 6-0.

- 6.3. Mayor Slate made the following official appointments for one year terms effective May 1, 2020. Motion Abendroth/Triemstra to confirm the following appointments as presented: City Attorney: Dan Sondalle; Director of Emergency Government: Michael Ross; City Forester: Tony Doro; motion carried 6-0.
- 6.4. Mayor Slate made the following citizen committee appointments for three year terms effective May 1, 2020. Motion Bieszki/Thiem to confirm the following appointments as presented: Planning Commission: Curt Talma; Board of Zoning Appeals: Mitch Dornfeld and Alternate: Ted Robl; Police Committee: Richter Zacharias; Library Board: Jill Worden (School Rep.), Joan Slate and Nancy Kirst; motion carried 6-0.
- 6.5. Mayor Slate made the following citizen committee appointments for four year terms effective July 15, 2020. Motion Bieszki/Thiem to confirm the following appointments as presented: Community Development Authority: Sue Abendroth and David Prill; motion carried 6-0. Mayor Slate also did request any recommendations for the vacancy on the CDA.
- 6.6. Mayor Slate made the following to designate the Financial Institutions for the City: Motion Henke/Kazda to waive the reading and to designate Horicon Bank, ERGO Bank of Markesan, and Local Government Investment Pool at the State of Wisconsin per Resolution #05-2020; motion carried on a roll call vote 6-0.
7. **New Business.**
- 7.1. Motion Bieszki/Triemstra to designate the Markesan Regional Reporter as the official newspaper; motion carried 6-0.
- 7.2. Mayor Slate asked for any suggested 2020-2021 Common Council goals: Ald. Abendroth would like the property maintenance issue at 650 N Margaret Street to be addressed and resolved by the end of 2020. Mayor Slate recommended for the Council to bring any other goals to future Council meetings.
8. **Schedule Future Meetings and Agenda Items.** No meetings at this time to schedule.
9. **Adjournment.** Motion Triemstra/Thiem to adjourn; motion carried 6-0. The meeting adjourned at 7:38 pm.

Respectfully submitted,

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Elizabeth Amend, City Clerk-Treasurer



Markesan Police Department  
William A. Pflum, Chief of Police

P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

**Finance, Personnel and Public Safety Committee**  
*Presented on May 5, 2020*

**April 2020**

**Agenda:**

**Department's Response to COVID-19**

**Appendix:**

### **Departments Continued Response to COVID-19**

Our department continues to assist the community with its overall response to COVID-19 we have kept busy helping those with concerns, answering questions and providing assistance whenever needed.

We have continued to assist in providing much needed supplies to our most at-risk and vulnerable populations. We check in weekly with both the Markesan Resident Home and the Barrett House to assist if possible in getting them needed supplies. We also have stayed in close communication with our local first responders and local police departments to ensure they all have the proper amount of supplies and materials. This department has been humbled and extremely grateful for the various donations of PPE and other items. These items have been distributed to other local agencies along with the Markesan Resident Home and the Barrett House.

This department is also working closely with Del Monte in regards to the upcoming canning season. Del Monte has been working hard to develop a plan to mitigate any possible issues. We will continue to work with Del Monte on this issue.

**Public Property and Health Committee  
Markesan City Hall  
May 5, 2020**

**Call to order at 7:36 p.m.**  
**Roll call by sign-in**  
**Citizen Comments: None**

**Public Works Report:**

**Erosion Issue by the creek at Zanto Park:** Joe Strelow reported that the Green Lake County Conservation agent will meet with him the next time he is in the area, and they can take a look at the erosion and discuss possible solutions.

**New Business:**

**Discussion and Action on Silt Fence and Landscaping at 147 W. Manchester Street Property - Dick Severson:** The recent email from Timothy Tripp of General Engineering Company was read to the committee. The email mentioned the health concerns of Dick Severson and his inability to finish the landscaping during the Covid-19 restrictions. Motion by Mayor Slate/Ald. Triemstra to wait a month before taking any further action. Motion carried.

**Discussion and Action on 650 N. Margaret Street Property Maintenance:** Connie Wilsnack was present via cell phone speaker. She said no repairs had been made to buildings 5, 6 and 9 since the March Council meeting. Motion by Ald. Kazda/Ald. Thiem to give Connie Wilsnack a three month extension to do repairs and bring buildings 5, 6 and 9 up to serviceable condition and code. If no work is completed by July 31, 2020, then a 30 day raze order will go into effect on August 1, 2020. Motion carried.

**Discussion and Action on Recyclable Pick-up by Advanced Disposal - Debris left behind:** Because of the number of complaints regarding debris left behind by Advanced Disposal trucks picking up recyclables, a motion was made by Mayor Slate/Ald. Kazda that the City Clerk write a letter to notify Advanced Disposal that the city will start billing for the time spent cleaning up the debris left behind by the trucks. Also, it was requested that someone from Advanced Disposal attend the June council meeting to address this issue. Motion Carried.

**Old Business:**

**Discussion and Action on Chicken Ordinance:** Motion by Ald. Thiem/Ald. Kazda to move the chicken ordinance to council for a vote. Motion carried 4-1, Opposed-Mayor Slate.

**Adjournment:**

Motion by Ald. Triemstra/Ald. Thiem to adjourn. Motion carried. Meeting adjourned.



**COMMITTEE OF THE WHOLE**  
**FINANCE, PERSONNEL & SAFETY**  
Markesan City Hall

**May 5, 2020**  
6:30 PM  
**MINUTES**

Call to Order- By Ald Abendroth at 6:33pm.

Roll Call – By sign in.

Citizen's Comments – Susan Anderson would like to set up table at the recycling center with proceeds going to the Food Pantry. Mayor Slate will research.

Emergency Management Report - None

Review and Approval of Vouchers Payable – Motion by Ald. Bieszki & 2<sup>nd</sup> by Mayor Slate to approve. Motion passed.

Police Report & Schedule

- Department's Response to COVID-19 – Chief Pflum's department is coordinating the gathering of hand sanitizer and PPE supplies for the area needs. Chief Pflum is also working with Del Monte Company on safety precautions for the upcoming bean harvest.

Old Business – None.

New Business

- Discussion and Action on Crossing Guard Wages – Discussion was held. No Action.
- Discussion and Action on June Dairy Days Rules and Responsibilities – Discussion to make a decision at the May12, 2020 Council meeting.
- Discussion and Action on Changing Public Works Director Title to Streets & Public Property Supervisor- No action.
- Recognition of City Employees During COVID-19 – Motion by Ald. Bieszki & 2<sup>nd</sup> by Ald. Kazda to send to Council. Motion passed.
- Discussion and Action on City of Markesan Chamber of Commerce Using the City of Markesan's Website – Motion by Mayor Slate & 2<sup>nd</sup> by Ald. Bieszki to allow the Chamber to Link to the website, but not Host. Motion passed.
- Discussion and Approval of Administrative Policy – Violation Notice Timing and Fines – Motion by Ald. Bieszki & 2<sup>nd</sup> by Mayor Slate to send to Attorney and Council for approval. Motion passed.
- Acceptance of Alderperson Brenda Henke Resignation – Motion by Mayor Slate & 2<sup>nd</sup> by Ald. Abendroth to accept the resignation. Motion passed.
- Discussion and Action on Emergency Declaration – No Action.
- Motion by Mayor Slate & 2<sup>nd</sup> by Ald. Henke to move to closed session at 7:15 pm. A roll call vote was taken and passed with 6 ayes.

Closed Session: Fire Fighter Response and Public Works Assistant Hourly Wage

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility, after which they may reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Reconvene in Open Session at 7:35 pm to Take Possible Action on Items Discussed in Closed Session.

Adjournment – Motion by Ald. Henke & 2<sup>nd</sup> by Ald. Bieszki to adjourn open session at 7:36 pm.

Submitted by Ald. Abendroth

## **STREETS, BUILDINGS & UTILITIES COMMITTEE**

Markesan City Hall

May 5, 2020

Immediately Following Finance, Personnel & Safety Committee Meeting

### **Minutes**

Call to Order at 8:22 pm

Roll Call Is by sign in.

Citizen's Comments None

#### **Public Works Report**

Police Department Garage Roof Repair: The antenna on the garage roof needs to be raised back in place, holes will be repaired and Joe will be looking into coating material.

Posting Bids for Chip Sealing Project: Open Discussion Motion by Mayor Slate 2<sup>nd</sup> Ald. Abendroth to post for bids for chip sealing the 2009 project areas Motion Carried.

Public Works Director Educational Training: Motion by Mayor Slate 2<sup>nd</sup> Ald. Triemstra to allow the training and pay for it Motion carried.

New Public Works Truck Bids Open Discussion: Motion by Ald. Abendroth 2<sup>nd</sup> Ald. Triemstra to accept the Ewald Price of \$42,442. Motion carried.

#### **Water & Sewer Department Report**

Blacktop Patching from Water Main Breaks: Tony received 3 bids, the low bid was from General Asphalt for \$2,700 Motion by Mayor Slate 2<sup>nd</sup> Ald. Triemstra to accept the bid Motion Carried.

New Business None

Review Land Use Permits Book is no the table for review.

Adjournment: Motion for Adjournment Ald. Theim 2nd Ald. Triemstra Motion Carried. 8:34 pm

## Director's Report – April 2020

Activities: Hornet Strong had a very good community response and media coverage. On Facebook post alone there were 417 post clicks, 12 positive comments 77 likes, 11 loves, 31 shares, 2,630 views. Storytime live has also been doing really good. For example one of the topo ones had 67 clicks to play, 2 comments, 10 likes, 443 people reached. Another one had 921 people reached, 28 likes, 10 loves, 5 comments, 6 shares, and 25 clicks to play. Valentina made the Craft-to-Go kits at Piggly Wiggly (30 to start) and we are going to see how well that takes off. The school said we could put out craft kits at their meal site if we wanted, but I think Piggly Wiggly is a better spot if they are ok with it. I did check with Chief Will if he thought it was ok to do these kits in the way we are and he said yes. The DPI also released that books/paper items should be ok after disinfecting or simply doing a quarantine of 24 hours.

That said we are working on setting up more online activities and creating a virtual library that keeps us connected with the community and helps fill the needs of the community during this time. My goal is to improve our online collection, promote those new resources as a number 1. Then to do community outreach with online activities that promote reading, life long learning, and socializing even in the midst of social distancing.

I know I've been communicating this as we go but here is a recap on what we are doing:

Jessica has been working on 1,000 books and getting that ready online and getting the display ready for when we reopen. Vanessa has been working on Facebook and online newsletters and doing some research into programming (like Waupaca's Murals at our Feet). Nancy has been working on Garden Art fundraiser and crafts. Valentina has been working on Crafts-to-Go and play areas for when we reopen. Val has been working on holes in our book collection (children's books) and planning a Family Tea party for when we reopen (when possible to do those events). I'm also going to be teaching her and Nancy how to use BlueCloud to order books. Brittany has been busy with Facebook Live and looking into copyright. Both pages are not working. All staff members have been learning Zoom and doing the virtual library webinar.

Jessica is checking on building and doing book drop on Fri & Sat, I've been doing Mon & Wed. Valentia is doing Thurs.

I've been coordinating all this, updating website, updating disaster policy, looking into Hoopla and if we should do Recorded Book, ordering as needed, bills, learning Youtube, communicating with system and city, researching how other libraries are handling the crisis in regards to services and laying off staff or keeping staff on the payroll/working as much as possible, open meeting laws, summer reading plans and alternatives, etc...

Meetings: There was a great webinar on providing virtual services that I watched and so did other staff. I also watched tutorial videos on Zoom, Zoho, Youtube. Our LAC meeting is going to be held virtually.

**Markesan Public Library - Board of Trustees**  
**Draft Minutes April 16, 2020**

- I. Call to order: The meeting was called to order at 4:16 p.m by Jill Worden. Meeting was held virtually through Zoom. Trustees present: Jill Worden, Beth Kazda, Mike Hansen, Nancy Kirst, Joan Slate, Rachel Nitz; Director Nicole Overbeck. Absent was Vicki Bernhagen, and Cindy Boelter. Two members of the public attended. Joy Schwartz from Winnefox helped set up/facilitate meeting as technical support.
- II. Approval of Minutes: Slate noted that financial reports are to be filed for audit not accepted or approved. Kirst noted that under new business, item A it should state Kirst not Nitz in this sentence: "Nitz (should be Kirst) expressed concern that people wouldn't have an incentive to return items in a timely fashion." **Slate/Worden moved to approve the March 17 minutes with corrections. Motion carried.**
- III. Input from Public: None.
- IV. Financial Reports: Kazda noted that the donation funds account did not change and felt the Oshkosh foundation just hadn't updated yet considering how volatile the stock market has been. Kirst asked if the boiler repair needed to come out of donated funds or the general budget. Overbeck said the general budget should cover the bill as money was saved on the elevator repair. **Bills were filed for audit**
- V. President's Report: Worden discussed how the school will be shut down for the rest of the year. The library can send her updates on library programs and services. Worden will forward the info to the teachers at the school.
- VI. Director's Report: Overbeck talked about what the staff was working on during the shutdown and thanked the board for their understanding and support during these difficult times. She noted that the Facebook stats for online services were very good. Overbeck also discussed the county funding request. According to the current county formula that dictates the Green lake county funding request, yearly library requests/funding can drop or rise drastically. Markesan looks to get a \$9,000 to \$10,000 cut for 2021 funding. One of the factors was that Markesan's cost per circulation went down as our circulation rose quite a bit in 2019 over 2018. The main rise in circulation was at the city level however so the rural circulation where county funding gets generated didn't rise. The county rural circ went down slightly for Markesan. Rural circulation also went down at other Green Lake County libraries to various degrees and the overall drop gets shared. Overbeck expressed that the year after will probably be rough at the county level too because of COVID-19. But she also expressed that Markesan has weathered such decreases in the past and that it also tends to jump in funding drastically too from time to time. We had an increase of about \$5,000 this year over last for example. She also said that circulation going up is a good thing, it means people are using our services and that cost per circ going down is also good as it means you are giving good value for your services. Unfortunately, the current county funding formula isn't rewarding of that fact. The funding formula is due to change in 2021.
- VII. Old Business:

expressed that some evening hours should be available. Kazda noted that perhaps people could call ahead and schedule a time for pickup if the hours available didn't fit their needs. Overbeck will see what other libraries are going to offer and come up with some hours. The board ok'd Overbeck to decide the hours. She is to communicate the hours to the board and take the board's feedback into consideration. A walking quorum is to be avoided.

**IX.** Adjournment and next meeting –May 21, 2020 4:15pm

Respectfully Submitted, Nicole Overbeck, Library Director

May 5, 2020

TO: CLERK-TREASURER

FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: 35920 - 35978	\$	43,563.26
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DD #3585 - 3637	\$	29,293.91
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EFT #0995 - 1004	\$	43,597.87
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TOTAL	\$	116,455.04
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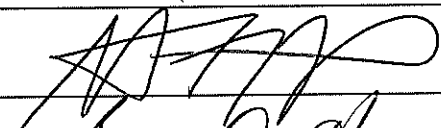
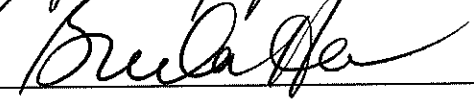
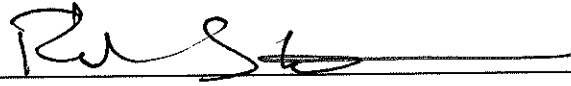
UTILITY CHECKS: #12546 - 12565	\$	175,893.85
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TOTAL	\$	175,893.85
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With the exception of:

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_____	_____	_____

Signed:





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**City of Markesan**  
**Voucher List**  
April 7 through May 4, 2020

Num	Date	Name	Memo	Original Amount
EFT-0995	04/13/2020	WRS (Wisconsin Retirement System)	March 2020 Retirement	-6,029.52
EFT-0996	04/14/2020	EMPOWER RETIREMENT (WDC)	4/10/20 PR	-445.00
EFT-0997	04/14/2020	INTERNAL REVENUE SERVICE	4/10/20 PR	-4,952.02
EFT-0998	04/14/2020	WISCONSIN DEPT. OF REVENUE	4/10/20 PR	-996.06
EFT-0999	04/17/2020	INTUIT	CITY CHECKS	-398.98
EFT-1000	04/21/2020	STATE OF WI HEALTH INS	MAY 2020 HEALTH INS	-18,524.48
EFT-1001	04/28/2020	EMPOWER RETIREMENT (WDC)	4/24/20 PR	-445.00
EFT-1002	04/28/2020	INTERNAL REVENUE SERVICE	4/24/20 PR	-4,925.52
EFT-1003	04/28/2020	WISCONSIN DEPT. OF REVENUE	4/24/20 PR	-1,036.91
EFT-1004	04/28/2020	WRS (Wisconsin Retirement System)	Apr 2020 Retirement	-5,845.38
			<b>TOTAL EFT PAYMENTS</b>	<b>-43,597.87</b>
DD3585	04/10/2020	Dykstra, Dennis P	Direct Deposit	-116.36
DD3586	04/10/2020	Engel, Wanda S	Direct Deposit	-8.77
DD3587	04/10/2020	Fletcher-Dykstra, Donna L	Direct Deposit	-140.37
DD3588	04/10/2020	Frank, Tina M	Direct Deposit	-78.96
DD3589	04/10/2020	Panten, Beth M	Direct Deposit	-35.10
DD3590	04/10/2020	Panten, James B	Direct Deposit	-78.96
DD3591	04/10/2020	Phippen, Henry	Direct Deposit	-175.47
DD3592	04/10/2020	Slate, Rich	Direct Deposit	-461.75
DD3593	04/10/2020	Amend, Elizabeth A	Direct Deposit	-24.74
DD3594	04/10/2020	Behlke, Ryan R	Direct Deposit	-1,111.34
DD3595	04/10/2020	Chisnell, Gerald	Direct Deposit	-138.52
DD3596	04/10/2020	Doro, Anthony	Direct Deposit	-1,473.34
DD3597	04/10/2020	French, Jessica M	Direct Deposit	-157.78
DD3598	04/10/2020	Glover, Valerie	Direct Deposit	-114.70
DD3599	04/10/2020	Hansen, Martin H	Direct Deposit	-1,345.38
DD3600	04/10/2020	Heberer, Jeffrey	Direct Deposit	-1,222.80
DD3601	04/10/2020	Heiling, Rachel	Direct Deposit	-787.88
DD3602	04/10/2020	Huhndorf, John E	Direct Deposit	-729.21
DD3603	04/10/2020	Krentz, Dorothea M	Direct Deposit	-1,008.47
DD3604	04/10/2020	McLean, Cody	Direct Deposit	-1,317.75
DD3605	04/10/2020	Meyer, Vanessa K	Direct Deposit	-134.23
DD3606	04/10/2020	Overbeck, Nicole M	Direct Deposit	-948.78
DD3607	04/10/2020	Pflum, William	Direct Deposit	-1,618.91
DD3608	04/10/2020	Shin, Nara	Direct Deposit	-10.74
DD3609	04/10/2020	Stellmacher, Nancy	Direct Deposit	-6.49
DD3610	04/10/2020	Stoll, Brittany M	Direct Deposit	-120.81
DD3611	04/10/2020	Watry, Phillip	Direct Deposit	-1,293.37
DD3612	04/10/2020	Zelenko, Valentina	Direct Deposit	-145.31
DD3613	04/24/2020	Dirks, Jennifer	Direct Deposit	-45.00
DD3614	04/24/2020	Krogulski, Holly L	Direct Deposit	-56.25
DD3615	04/24/2020	Parker, Shirley M	Direct Deposit	-60.00
DD3616	04/24/2020	Ropella, John J	Direct Deposit	-56.25



# City of Markesan Voucher List April 7 through May 4, 2020

DD3617	04/24/2020	Amend, Elizabeth A	Direct Deposit	-970.58
DD3618	04/24/2020	Behlke, Ryan R	Direct Deposit	-1,128.40
DD3619	04/24/2020	Chisnell, Gerald	Direct Deposit	-138.53
DD3620	04/24/2020	Doro, Anthony	Direct Deposit	-1,473.36
DD3621	04/24/2020	French, Jessica M	Direct Deposit	-183.69
DD3622	04/24/2020	Glover, Valerie	Direct Deposit	-114.70
DD3623	04/24/2020	Hansen, Martin H	Direct Deposit	-1,344.54
DD3624	04/24/2020	Heberer, Jeffrey	Direct Deposit	-1,222.80
DD3625	04/24/2020	Helling, Rachel	Direct Deposit	-481.48
DD3626	04/24/2020	Huhndorf, John E	Direct Deposit	-504.26
DD3627	04/24/2020	Jahnke, Terry L	Direct Deposit	-65.81
DD3628	04/24/2020	Krentz, Dorothea M	Direct Deposit	-1,043.32
DD3629	04/24/2020	McLean, Cody	Direct Deposit	-1,317.75
DD3630	04/24/2020	Meyer, Vanessa K	Direct Deposit	-131.87
DD3631	04/24/2020	Overbeck, Nicole M	Direct Deposit	-948.78
DD3632	04/24/2020	Pflum, William	Direct Deposit	-1,618.91
DD3633	04/24/2020	Stellmacher, Nancy	Direct Deposit	-0.64
DD3634	04/24/2020	Stoll, Brittany M	Direct Deposit	-147.65
DD3635	04/24/2020	Watry, Phillip	Direct Deposit	-1,254.74
DD3636	04/24/2020	Zelenko, Valentina	Direct Deposit	-136.75
DD3637	04/24/2020	Olson, Clyde A	Direct Deposit	-41.56
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-29,293.91</b>
35920	04/10/2020	Heiling, Rachel	Stipend / COVID-19	-500.00
35921	04/17/2020	ADVANCED DISPOSAL	Apr 2020 Trash & Recycling	-7,076.11
35922	04/17/2020	AMEND, ELIZABETH	Reimb / Food for Election	-42.62
35923	04/17/2020	BEHLKE, RYAN	Apr 2020 Cell Phone Reimb	-15.00
35924	04/17/2020	BERLIN JOURNAL NEWSPAPERS	2 Year Subscription	-67.00
35925	04/17/2020	CENTURYLINK	VOID:	0.00
35926	04/17/2020	COMPLETE OFFICE OF WISCONSIN	Paper / Labels / Markers	-108.89
35927	04/17/2020	EMC INSURANCE	Property & Liability / Workers Comp	-3,682.96
35928	04/17/2020	ERGO BANK OF MARKESAN	WRS Loan - Payment #24	-320.64
35929	04/17/2020	GENERAL ENGINEERING CO., INC.	Building Inspection	-1,027.20
35930	04/17/2020	HOMAN AUTO SALES, INC.	2019 Dodge / Oil Change & Tire Rotation	-64.84
35931	04/17/2020	JOHNSON BLOCK AND COMPANY	2019 Audit	-13,572.32
35932	04/17/2020	LAKESIDE MUNICIPAL COURT	Lorenzo Harris Citation Payment	-124.00
35933	04/17/2020	LANDMARK SERVICES COOPERATIVE	Mar 2020 Fuel	-186.13
35934	04/17/2020	MARKESAN DISTRICT SCHOOLS	MOBILE HOME LOTTERY CREDIT	-938.52
35935	04/17/2020	MARKESAN WATER & SEWER	35 W Charles St - Del. W/S Amount Pd from Tax	-375.41
35936	04/17/2020	MCLEAN CODY	Reimb / Pizzas & COVID 19 Supplies	-75.99
35937	04/17/2020	MID-AMERICAN RESEARCH CHEMICAL	Liner	-74.10
35938	04/17/2020	MID-STATE ORGANIZED CRIME	2020 Membership Fees	-100.00
35939	04/17/2020	NESS ELECTRIC, INC	Street Lights	-330.76
35940	04/17/2020	PFLUM, WILLIAM A.	Reimb / COVID-19 Supplies	-12.75
35941	04/17/2020	POWERSPORTS COMPANY	Blade for Weed Trimmer	-112.51
35942	04/17/2020	SECURIAN FINANCIAL GROUP, INC.	May 2020 Life Ins Premium	-121.68
35943	04/17/2020	SHELL FLEET	Mar 2020 Fuel	-324.27

# City of Markesan Voucher List April 7 through May 4, 2020

35944	04/17/2020	SLATE RICHARD	Reimb / COVID-19 - Gloves	-12.64
35945	04/17/2020	SONDALLE LAW OFFICE	Mar 2020 Legal Services	-346.00
35946	04/17/2020	TED'S PIGGLY WIGGLY	Supplies/Food for Hansen Party	-21.21
35947	04/17/2020	WI DEPARTMENT OF JUSTICE	TIME Billing	-198.00
35948	04/17/2020	CENTURYLINK	Mar - Apr 2020 Phone & Internet	-169.21
35949	04/17/2020	CENTURYLINK BUSINESS SERVICES	Feb - March 2020 Phone & Internet	-433.49
35950	04/20/2020	MARKESAN WATER & SEWER	Andrea Metke Refund / Put to W/S	-50.00
35951	04/20/2020	PANTEN, KAREN	Panten Refund / Community Room Use - COVID-	-50.00
35952	04/23/2020	AIRGAS USA, LLC	Cylinder Rental	-32.12
35953	04/23/2020	ALLIANT ENERGY/WP&L	March - Apr 2020 Electric Bills	-3,184.90
35954	04/23/2020	GRAND RIVER FIRE DISTRICT	March 2020 Incidents	-654.84
35955	04/23/2020	JAHNKE PLUMBING LLC	Faucet at City Garage	-98.50
35956	04/23/2020	LANDMARK SERVICES COOPERATIVE	March 2020 Fuel	-198.00
35957	04/23/2020	MARKESAN, CITY OF-PETTY CASH	Postage	-36.50
35958	04/23/2020	OVERBECK, NICOLE	Reimb / COVID-19 - Gloves	-23.96
35959	04/23/2020	PRE-EMPLOYMENT FUND	April 2020 Pre Employment / Behlke	-76.92
35960	04/23/2020	THE UNIFORM SHOPPE	Badge / Name Plate	-90.90
35961	04/23/2020	VERIZON WIRELESS	Apr - May 2020 Cell Phone	-7.59
35962	04/23/2020	WE ENERGIES	Mar - Apr 2020 Gas Bills	-1,107.41
35963	04/28/2020	MARKESAN SNO-DRIFTERS	Refund of Big Building Rental on 5/17/2020	-60.00
35964	04/30/2020	AL'S PLUMBING	Test Backflo Preventers	-390.00
35965	04/30/2020	CENTURYLINK BUSINESS SERVICES	March - Apr 2020 Phone & Internet	-429.90
35966	04/30/2020	CODY'S LAWN SERVICE	Stump Removal	-395.00
35967	04/30/2020	COMPLETE OFFICE OF WISCONSIN	Ink / Paper Towel	-81.38
35968	04/30/2020	PFLUM, WILLIAM A.	COVID-19 Supplies / Face Shields & Cleaning S	-54.49
35969	04/30/2020	PUBLIC SAFETY CENTER	COVID-19 / N95 Masks	-60.00
35970	04/30/2020	THEDACARE AT WORK	Pre-Employment Drug Screen / Strelow	-74.00
35971	04/30/2020	WELLS FARGO REMITTANCE CENTER	.Gov / Amazon / AED	-1,106.96
35972	04/30/2020	MARKESAN WATER & SEWER	DNR LEAD SERVICE DISBURSEMENT	-3,150.00
35973	05/04/2020	ARAMARK	4/2/20 Rug Cleaning	-56.75
35974	05/04/2020	BERGEMANN'S AUTOCARE	2014 Ford / Replace headlight bulb	-33.42
35975	05/04/2020	BERLIN JOURNAL NEWSPAPERS	Council / Liquor / Weeds / Ord. 257 & 258	-1,251.88
35976	05/04/2020	CENTURYLINK	Apr - May 2020 Emergency Lines	-38.19
35977	05/04/2020	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-328.02
35978	05/04/2020	TED'S PIGGLY WIGGLY	Election Supplies	-7.38
			TOTAL CHECK PAYMENTS	-43,563.26
			TOTAL PAYMENTS	-116,455.04

**Markesan Utilities**  
**Voucher List**  
April 7 through May 4, 2020

Num	Date	Name	Memo	Original Amount
12546	04/16/2020	MARKESAN, CITY OF	Mar 2020 PR Reimb	-13,289.11
12547	04/17/2020	EHLERS & ASSOCIATES, INC	8038-CP Fee Invoice	-150.00
12548	04/17/2020	LANDMARK SERVICES COOPERATIVE	Mar 2020 Fuel	-22.79
12549	04/17/2020	NORTHERN LAKE SERVICE	Supplies	-922.00
12550	04/17/2020	STATE OF WI - ENVIRONMENTAL IMPROVEMEN	BOND LOAN PYMTS	-137,833.33
12551	04/23/2020	ALLIANT ENERGY/WP&L	Mar - Apr 2020 Electric Bill	-2,535.24
12552	04/23/2020	BADGER LABORATORIES & ENG.	Testing	-308.00
12553	04/23/2020	ENVIRONMENTAL CONSULTING	WET Testing	-1,275.00
12554	04/23/2020	MARKESAN-PETTY CASH	Postage	-17.64
12555	04/23/2020	MARKESAN, CITY OF	Apr 2020 PR Reimb	-13,258.89
12556	04/23/2020	MARTELLE WATER TREATMENT	Sodium Hypochlorite	-199.20
12557	04/23/2020	WE ENERGIES	Mar - Apr 2020 Gas Bills	-101.47
12558	04/28/2020	MARCH'S PUMPING SERVICE	Nov / Dec 2019 Loads & Plt	-1,915.00
12559	04/28/2020	US POSTMASTER	Postcard Stamps	-35.00
12560	04/29/2020	MARCH'S PUMPING SERVICE	Loads of Sludge	-3,105.00
12561	04/30/2020	NORTH CENTRAL LABS, INC.	Supplies	-108.27
12562	04/30/2020	NORTHERN LAKE SERVICE	Sample	-28.00
12563	04/30/2020	U.S. CELLULAR	Apr - May 2020 Cell Phone	-48.24
12564	05/04/2020	CENTURYLINK	Apr - May 2020 Phone & Internet	-172.14
12565	05/04/2020	NORTH CENTRAL LABS, INC.	Supplies	-569.53
			TOTAL CHECK PAYMENTS	-175,893.85
			TOTAL PAYMENTS	-175,893.85

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100000 - Taxes				
4133000 - PILOT's Water Dept	0.00	69,000.00	-69,000.00	0.0%
4111000 - City Taxes & Overrun	612,421.00	0.00	612,421.00	100.0%
4112000 - TIF Increment	0.00	90,000.00	-90,000.00	0.0%
4114000 - Mobile Home Fees	250.91	2,800.00	-2,549.09	9.0%
4132000 - PILOT's MRH	13,011.69	14,500.00	-1,488.31	89.7%
4180000 - Interest on Taxes				
4180100 - Interest on Delq PP Taxes/Util	29.90			
4180160 - INTEREST ON SPECIAL CHARGES	172.06			
4180000 - Interest on Taxes - Other	589.11	1,000.00	-430.89	56.9%
Total 4180000 - Interest on Taxes	771.07	1,000.00	-228.93	77.1%
4100000 - Taxes - Other	0.00	612,421.00	-612,421.00	0.0%
Total 4100000 - Taxes	626,454.67	789,721.00	-163,266.33	79.3%
4200000 - Special Assessments	3,525.58			
4300000 - Intergovernmental Revenues				
4341000 - Shared Revenue	0.00	444,543.48	-444,543.48	0.0%
4342000 - Fire Dues	0.00	3,300.00	-3,300.00	0.0%
4343000 - Exempt Comp Aid	0.00	3,515.80	-3,515.80	0.0%
4344000 - Lottery Credit- Mobli Home	104.28			
4345000 - Lottery Credit	24,465.04			
4362100 - Police Training	-59.34			
4363100 - Transportation Aids	40,784.02	81,568.06	-40,784.04	50.0%
4364500 - Recycling Grant	0.00	6,000.00	-6,000.00	0.0%
4379100 - EMS (Ambulance) Relmb	0.00	5,000.00	-5,000.00	0.0%
Total 4300000 - Intergovernmental Revenues	65,294.00	543,927.34	-478,633.34	12.0%
4400000 - Licenses & Permits				
4410100 - Alcohol Licenses	620.00	2,300.00	-1,780.00	22.6%
4410200 - Operator's Licenses	265.00	1,200.00	-935.00	22.1%
4410300 - Soda Water Licenses	25.00	100.00	-75.00	25.0%
4410400 - Cigarette Licenses	75.00	300.00	-225.00	25.0%
4410500 - Other Business Lic.	0.00	150.00	-150.00	0.0%
4410900 - Cable Franchise Fees	300.00	1,200.00	-900.00	25.0%
4420000 - Dog Licenses (City)	799.33	750.00	49.33	106.6%
4430000 - Building Permits	2,125.00	1,000.00	1,125.00	212.5%
4440000 - Land Use Permits	0.00	250.00	-250.00	0.0%
Total 4400000 - Licenses & Permits	4,109.33	7,250.00	-3,140.67	56.7%
4500000 - Fines, Forfeits & Penalties				
4510000 - Ordinance Violations	2,665.14	8,250.00	-5,584.86	32.3%
4510100 - Parking Violations	200.00	500.00	-300.00	40.0%
4500000 - Fines, Forfeits & Penalties - Other	-124.00			
Total 4500000 - Fines, Forfeits & Penalties	2,741.14	8,750.00	-6,008.86	31.3%
4600000 - Public Charges for Services				
4610000 - Clerk-Treas Fees	282.38	1,500.00	-1,217.62	18.8%
4610100 - Publication Fees	58.00	400.00	-342.00	14.5%
4610200 - Garbage/Recycle Cart	18.75			
4621000 - Police Dept Fees	89.00	200.00	-111.00	44.5%
4632200 - Snow Removal Fees	110.00	200.00	-90.00	55.0%
4643500 - Recycle Fees	771.62	2,000.00	-1,228.38	38.6%
4644000 - Weed Control Charges	1,027.82	1,000.00	27.82	102.8%
4654000 - Cemetery Sales	0.00	500.00	-500.00	0.0%
4672000 - Park Shelter Use	170.00	1,300.00	-1,130.00	13.1%
4674300 - Comm Ctr Use	100.00	600.00	-500.00	16.7%
Total 4600000 - Public Charges for Services	2,627.57	7,700.00	-5,072.43	34.1%
4700000 - Intergov't Charges for Services				
4732100 - School Liason	23,372.98	56,192.00	-32,819.02	41.6%
4734100 - Recycle Ctr-Towns	0.00	9,000.00	-9,000.00	0.0%
4739100 - Crossing Guard Relmb	0.00	6,300.00	-6,300.00	0.0%
Total 4700000 - Intergov't Charges for Services	23,372.98	71,492.00	-48,119.02	32.7%
4800000 - Miscellaneous Revenue				
4811000 - Interest-City Investments	12.60	1,000.00	-987.40	1.3%
4813000 - Spcl Assmt / Spcl Chrg Interest	3,353.02			
4820000 - Rent-Muni Bldg	1,000.00	3,000.00	-2,000.00	33.3%
4820100 - Rent-Land	0.00	2,362.00	-2,362.00	0.0%

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
4820200 · Rent-Cell Tower	3,603.76	10,300.00	-6,696.24	35.0%
4840900 · Ins Dividends	0.00	2,500.00	-2,500.00	0.0%
4850000 · Donations	600.00	4,600.00	-4,000.00	13.0%
4850100 · Police Donations	3,826.79			
4890000 · Exp Reimb-All Types	2,205.70	2,500.00	-294.30	88.2%
<b>Total 4800000 · Miscellaneous Revenue</b>	<b>14,601.87</b>	<b>26,262.00</b>	<b>-11,660.13</b>	<b>55.6%</b>
4900000 · Other Financing Sources				
4910010 · 2018A Bond Income	0.00	75,000.00	-75,000.00	0.0%
<b>Total 4900000 · Other Financing Sources</b>	<b>0.00</b>	<b>75,000.00</b>	<b>-75,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>742,727.14</b>	<b>1,530,102.34</b>	<b>-787,375.20</b>	<b>48.5%</b>
<b>Gross Profit</b>	<b>742,727.14</b>	<b>1,530,102.34</b>	<b>-787,375.20</b>	<b>48.5%</b>
<b>Expense</b>				
5100000 · General Government				
5100100 · W&S Expense Reimb	11,325.17			
5100112 · Accts Rec - W&S WRS	-151.47			
5100114 · Accts Rec - W&S Insurance	-22.60			
5100200 · Library Expense Reimb	78.00			
5110000 · Legislative				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%
5110211 · Mayor	2,000.00	7,700.00	-5,700.00	26.0%
5111011 · Committees	0.00	600.00	-600.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>2,000.00</b>	<b>19,200.00</b>	<b>-17,200.00</b>	<b>10.4%</b>
5130000 · Legal				
5130021 · City Atty-General	877.25	4,000.00	-3,122.75	21.9%
5130121 · City Atty-Prosecution	48.75	3,000.00	-2,951.25	1.6%
5131021 · Muni Code Updates	890.00	1,500.00	-610.00	59.3%
<b>Total 5130000 · Legal</b>	<b>1,816.00</b>	<b>8,500.00</b>	<b>-6,684.00</b>	<b>21.4%</b>
5140000 · General Administration				
5141011 · Legislative Support-Wages	1,822.61	15,000.00	-13,177.39	12.2%
5141025 · Legislat. Support-Training/Dues	32.50			
5141032 · Legislative Support-Publication	2,989.26			
5142011 · General Admin-Wages	5,842.69	27,000.00	-21,157.31	21.6%
5142021 · General Admin-Outside Services	413.33			
5142026 · General Admin-Training/Dues	97.50			
5142031 · General Admin-Office Supplies	1,667.81			
5143011 · Elections-Wages	2,935.50	6,000.00	-3,064.50	48.9%
5143032 · Elections-Publication	32.30			
5143034 · Elections-Supplies	459.70			
5144011 · Licensing & Permits-Wages	689.81	2,200.00	-1,510.19	31.4%
5144032 · Licensing & Permits-Publication	58.00			
<b>Total 5140000 · General Administration</b>	<b>17,041.01</b>	<b>50,200.00</b>	<b>-33,158.99</b>	<b>33.9%</b>
5150000 · Financial Administration				
5150011 · General Accounting-Wages	5,052.56	20,000.00	-14,947.44	25.3%
5150521 · Independent Audit	6,535.77	7,300.00	-764.23	89.5%
5151113 · Medicare (default)	2,393.72	5,957.00	-3,563.28	40.2%
5151213 · Social Security	8,248.07	24,000.00	-15,751.93	34.4%
5151314 · Health Insurance	50,737.89	140,000.00	-89,262.11	36.2%
5151316 · HRA-Health Reimbursement	1,079.23			
5151414 · Life Insurance	209.81	650.00	-440.19	32.3%
5151611 · Paid Time Off (PTO)-Wages	20,969.11			
5152012 · Wisconsin Retirement System	12,404.85	37,000.00	-24,595.15	33.5%
5155011 · Property Assessment-Wages	0.00	6,000.00	-6,000.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	1,750.53			
5155111 · Prop Tax Collection-Wages	1,136.72	2,700.00	-1,563.28	42.1%
5155121 · Prop Tax Collection-Outside Ser	445.01			
5156005 · Prop & Liability Ins	6,536.36	19,150.00	-12,613.64	34.1%
5156100 · Workers Comp - Calculated	55.39			
5156105 · Workers Comp	4,029.69	11,500.00	-7,470.31	35.0%
5156205 · Employee Bonds	0.00	850.00	-850.00	0.0%
5150000 · Financial Administration - Other	10.00			
<b>Total 5150000 · Financial Administration</b>	<b>121,594.71</b>	<b>275,107.00</b>	<b>-153,512.29</b>	<b>44.2%</b>
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	2,660.63			
5160021 · Municipal Building-Outside Serv	1,176.09			
5160022 · Municipal Building-Utilities	6,133.37			
5160023 · Municipal Building-Repairs&Supp	2,768.55			

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
5160000 - Municipal Building - Other	0.00	44,100.00	-44,100.00	0.0%
Total 5160000 - Municipal Building	12,748.64	44,100.00	-31,351.36	28.9%
Total 5100000 - General Government	168,429.46	397,107.00	-230,677.54	41.9%
5150520 - Bank Service Charges	50.00			
5200000 - Public Safety				
5210000 - Law Enforcement				
5210001 - Police Administration				
5210011 - Police Admin-Wages	22,139.48	63,700.00	-41,560.52	34.8%
5210019 - Police Admin-Uniforms	272.75	1,300.00	-1,027.25	21.0%
5210021 - Police Admin-Outside Services	718.76			
5210022 - Police Admin-Utilities	873.43	270.00	603.43	323.5%
5210034 - Police Admin-Supplies	1,072.67	6,000.00	-4,927.33	17.9%
5210035 - Police Admin - Donations	3,645.00			
Total 5210001 - Police Administration	28,722.09	71,270.00	-42,547.91	40.3%
5212000 - Police Patrol				
5212011 - Police Patrol-Wages				
5213011 - Police Criminal Invest-Wages	43.96			
5212011 - Police Patrol-Wages - Other	49,408.84	164,000.00	-114,591.36	30.1%
Total 5212011 - Police Patrol-Wages	49,452.80	164,000.00	-114,547.40	30.2%
5212021 - Police Patrol-Outside Services	560.00	5,000.00	-4,440.00	11.2%
5212022 - Police Patrol-Utilities	226.62	600.00	-373.38	37.8%
5212023 - Police Patrol-Repairs/Supplies	872.54	12,000.00	-11,127.46	7.3%
5212033 - Police Patrol-Fuel/Miles	1,223.21			
Total 5212000 - Police Patrol	52,334.97	181,600.00	-129,265.03	28.8%
5213021 - Police Criminal Inv-Suppl/Serv	0.00	1,400.00	-1,400.00	0.0%
5214025 - Police Training	167.24	1,500.00	-1,332.76	11.1%
Total 5210000 - Law Enforcement	81,224.30	265,770.00	-174,545.70	31.8%
5219000 - School Crossing Guard	3,778.79	11,000.00	-7,221.21	34.4%
5220000 - Fire Protection				
5220021 - Fire Dept-Annual Budget	11,050.00	38,850.00	-27,800.00	28.4%
5220022 - Water Hydrant Rental	0.00	113,000.00	-113,000.00	0.0%
5220034 - Fire Dept-Incident Charges	1,477.63			
Total 5220000 - Fire Protection	12,527.63	151,850.00	-139,322.37	8.3%
5230021 - Ambulance Service	0.00	26,000.00	-26,000.00	0.0%
5240021 - Building Inspection	3,095.45	7,000.00	-3,904.55	44.2%
5290000 - Other Public Safety				
5290022 - Emergency Govt-Utilities	403.13			
5290023 - Emer Govt-Suppl., Equip & Repair	852.63			
5290000 - Other Public Safety - Other	0.00	8,000.00	-8,000.00	0.0%
Total 5290000 - Other Public Safety	1,255.76	8,000.00	-6,744.24	15.7%
Total 5200000 - Public Safety	101,681.93	459,820.00	-357,738.07	22.2%
5300000 - Public Works				
5310000 - Streets Administration				
5310005 - Streets Admin-CDL Testing	115.00			
5310011 - Streets Admin-Wages	1,225.13			
5310021 - Streets Admin-Outside Services	644.34			
5310000 - Streets Administration - Other	0.00	6,750.00	-6,750.00	0.0%
Total 5310000 - Streets Administration	1,984.47	6,750.00	-4,765.53	29.4%
5311000 - Public Works Shop				
5311011 - PW Shop-Wages	1,336.50			
5311022 - PW Shop-Utilities	1,508.97			
5311033 - PW Shop-Fuel	51.37			
5311034 - PW Shop-Supplies/Tools	1,358.71			
5311000 - Public Works Shop - Other	0.00	12,900.00	-12,900.00	0.0%
Total 5311000 - Public Works Shop	4,255.55	12,900.00	-8,644.45	33.0%
5312000 - Public Works Mach & Equip				
5312011 - PW Mach & Equip-Wages	7,724.90			
5312023 - PW Mach & Equip-Repair/Supplies	2,403.26			
5312033 - PW Mach & Equip-Fuel	346.71			
5312000 - Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Total 5312000 · Public Works Mach & Equip	10,474.87	36,000.00	-25,525.13	29.1%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	271.45			
5331000 · Road Maintenance - Other	0.00	12,100.00	-12,100.00	0.0%
Total 5331000 · Road Maintenance	271.45	12,100.00	-11,828.55	2.2%
5331100 · Curbs & Gutters	0.00	525.00	-525.00	0.0%
5331200 · Traffic Signs & Markings	0.00	2,010.00	-2,010.00	0.0%
5331300 · Bridges & Culverts	0.00	500.00	-500.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	6,240.98			
5331933 · Snow & Ice Control-Fuel	2,270.33			
5331900 · Snow & Ice Control - Other	0.00	25,000.00	-25,000.00	0.0%
Total 5331900 · Snow & Ice Control	8,511.31	25,000.00	-16,488.69	34.0%
5342022 · Street Lighting	8,058.31	24,000.00	-15,941.69	33.6%
5343100 · Sidewalks	0.00	500.00	-500.00	0.0%
5344000 · Storm Sewers	0.00	1,750.00	-1,750.00	0.0%
5344100 · Street Cleaning	1,202.45	1,800.00	-597.55	66.8%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	24.75			
5345000 · Parking Lots - Other	0.00	525.00	-525.00	0.0%
Total 5345000 · Parking Lots	24.75	525.00	-500.25	4.7%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,946.03			
5362021 · Sanitation/Trash-Outside Serv.	21,449.58			
5362000 · Sanitation/Trash - Other	0.00	63,000.00	-63,000.00	0.0%
Total 5362000 · Sanitation/Trash	23,395.59	63,000.00	-39,604.41	37.1%
5363100 · Landfill Monitoring	0.00	3,000.00	-3,000.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	1,292.10			
5363523 · Recycling Center-Markesan	18.44			
5363533 · Recycling Center-Fuel	25.70			
5363500 · Recycling Center - Other	27.50	5,500.00	-5,472.50	0.5%
Total 5363500 · Recycling Center	1,363.74	5,500.00	-4,136.26	24.8%
5363521 · Recycling-Curbside	6,369.75	26,000.00	-19,630.25	24.5%
5363600 · Recycling Center-Mackford	242.34	2,100.00	-1,857.66	11.5%
5363700 · Recycling Center-Manchester	242.36	1,200.00	-957.64	20.2%
5363800 · Recycling Center-Green Lake	467.36	2,100.00	-1,632.64	22.3%
5364000 · Weed Control				
5364034 · Weed Control-Supplies	115.00			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5364000 · Weed Control	115.00	1,500.00	-1,385.00	7.7%
Total 5300000 · Public Works	66,979.30	228,760.00	-161,780.70	29.3%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	791.85			
5491022 · Cemetery-Utilities	69.74			
5491034 · Cemetery-Supplies	194.20			
5490000 · Cemetery - Other	0.00	8,500.00	-8,500.00	0.0%
Total 5490000 · Cemetery	1,055.79	8,500.00	-7,444.21	12.4%
Total 5400000 · Health & Human Services	1,055.79	8,500.00	-7,444.21	12.4%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	664.86			
5511021 · Library-Annual Budget	32,600.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
Total 5510000 · Library	33,264.86	65,200.00	-31,935.14	51.0%
5520000 · Parks				
5520011 · Parks-Wages	1,164.50			

2:24 PM

05/04/20

Accrual Basis

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
5520022 · Parks-Utilities	542.03			
5520023 · Parks-Repairs/Supplies	952.19			
5520033 · Parks-Fuel	38.53			
5520000 · Parks - Other	0.00	16,000.00	-16,000.00	0.0%
<b>Total 5520000 · Parks</b>	<b>2,697.25</b>	<b>16,000.00</b>	<b>-13,302.75</b>	<b>16.9%</b>
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	798.52			
5530021 · City Events/Banner-Outside Srvc	323.50			
<b>Total 5530000 · City Events/Banners</b>	<b>1,122.02</b>			
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	4,656.33	5,000.00	-343.67	93.1%
<b>Total 5500000 · Culture, Rec &amp; Educ</b>	<b>43,740.46</b>	<b>88,200.00</b>	<b>-44,459.54</b>	<b>49.6%</b>
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	115.00	500.00	-385.00	23.0%
5671000 · Industrial Park Development	69.59			
5671021 · TIF Fees	650.77	300.00	350.77	216.9%
5690000 · Zoning & Development	0.00	250.00	-250.00	0.0%
5691000 · Mapping	0.00	250.00	-250.00	0.0%
<b>Total 5600000 · Conservation &amp; Development</b>	<b>835.36</b>	<b>1,300.00</b>	<b>-464.64</b>	<b>64.3%</b>
5900000 · Debt Service				
5912000 · 2018 Bond Issue Princ.				
5912100 · 2018 Bond Issue Fees	0.00	750.00	-750.00	0.0%
5912000 · 2018 Bond Issue Princ. - Other	100,000.00	100,000.00	0.00	100.0%
<b>Total 5912000 · 2018 Bond Issue Princ.</b>	<b>100,000.00</b>	<b>100,750.00</b>	<b>-750.00</b>	<b>99.3%</b>
5916000 · Principal Long-Term Debt	1,046.86			
5928000 · Interest Long Term Debt	235.70	640.15	-404.45	36.8%
5926100 · Principle Long Term Debt	0.00	3,207.53	-3,207.53	0.0%
5926250 · 2018A Bond Issue Interest	19,687.50	38,425.00	-18,737.50	51.2%
5927000 · Patrol Car Principal Loan	2,417.83	4,879.98	-2,462.15	49.5%
5927500 · Patrol Car Interest Loan	469.63	894.94	-425.31	52.5%
<b>Total 5900000 · Debt Service</b>	<b>123,857.52</b>	<b>148,797.60</b>	<b>-24,940.08</b>	<b>83.2%</b>
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	0.00	5,000.00	-5,000.00	0.0%
6571900 · Outlay - General Acctg Admin	0.00	2,500.00	-2,500.00	0.0%
6572200 · Outlay - Fire Department	0.00	8,500.00	-8,500.00	0.0%
6572900 · Outlay - Emergency Govt	0.00	5,000.00	-5,000.00	0.0%
6573240 · Outlay - Machines & Equipment	0.00	20,000.00	-20,000.00	0.0%
6573270 · Outlay - Garages & Sheds	0.00	1,500.00	-1,500.00	0.0%
6573310 · Outlay - Streets	0.00	95,000.00	-95,000.00	0.0%
6573460 · Outlay - Parking Lots	0.00	1,500.00	-1,500.00	0.0%
6574200 · Outlay - Recycling Center	0.00	1,500.00	-1,500.00	0.0%
6575100 · Outlay - Cemetery	0.00	2,000.00	-2,000.00	0.0%
6576100 · Outlay - Library	0.00	800.00	-800.00	0.0%
6576200 · Outlay - Parks	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6000000 · Capital Outlay</b>	<b>0.00</b>	<b>146,300.00</b>	<b>-146,300.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>504,829.82</b>	<b>1,478,584.60</b>	<b>-973,754.78</b>	<b>34.1%</b>
<b>Net Ordinary Income</b>	<b>237,897.32</b>	<b>51,517.74</b>	<b>186,379.58</b>	<b>461.8%</b>
<b>Net Income</b>	<b>237,897.32</b>	<b>51,517.74</b>	<b>186,379.58</b>	<b>461.8%</b>





Betsy Amend &lt;bamend@markesanwi.gov&gt;

**Fwd: [EXTERNAL] Liability Insurance During COVID-19**

1 message

**Betsy Amend** <bamend@markesanwi.gov>

Thu, May 7, 2020 at 3:07 PM

To: Adam Thiem <adamthiem.rennerts@hotmail.com>, Beth Kazda <ekjk6256@yahoo.com>, Brenda Henke <bjhenke@charter.net>, David Abendroth <d.e.abendroth@gmail.com>, Dennis Triemstra <dennytr@hotmail.com>, Rich Slate <mayorsl8@aol.com>, Steve Bieszki <stbieszki@gmail.com>

EMC is our Liability Insurance for the City of Markesan. See below the guidance they are giving during the COVID-19. It is very good reference guide when deciding the use of the City for gatherings and rental of property. The discussion of the Garage use during June Dairy Days is on the agenda for Tuesday.

Please read through the material below.

Thanks



*Betsy Amend*  
City of Markesan Clerk-Treasurer  
920-398-3031

EMC isn't creating guidance on COVID-19 related actions due to the complexity, quickly changing nature and regional variations associated. We are collecting COVID-19 materials produced by trusted resources and are posting them on our Loss Control website <https://www.emcins.com/lossControl/covid-19.aspx>. There is a section of the CDC guidance specific to Communities, Schools and Workplaces and in particular a page providing guidance on Gatherings and Community Events. Click this link to view:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

From a loss control standpoint, we are recommending that policyholders follow all State and Federal guidelines in order to minimize potential liability exposures. We also recommend that policyholders work with their legal counsels to be sure they are following any local requirements. Public entity policyholders may also contact our Hotline Legal Service for additional advice. A brochure is attached.

[Click here](#) to access our  
**Coronavirus Resource Center.**



Advocacy. Tailored Insurance Solutions. Peace of Mind.

**Niel Larsen, CIC**



## Hotline Legal Services

Laws are constantly changing, and public entities cannot afford to be complacent. The EMC Insurance Companies Hotline Legal Services Program provides a resource to answer your legal questions and resolve issues before they end up in court. Hotline Legal Services is a proactive program designed especially for EMC's public entity members.

Through the Hotline Legal Services Program, EMC's public entity policyholders may receive free consultation on the legal issues they face every day. Not only can Hotline Legal Services help a public entity handle its legal problems, but the program can help it avoid issues in the first place.

### Innovative Approach to Control Losses

Hotline Legal Services is an innovative approach to loss prevention and risk management. The service was designed by EMC Insurance Companies, a leader in loss control services. An essential element of an effective loss control program is early identification and proper resolution of legal issues that could develop into a claim or lawsuit. Hotline Legal Services is the answer.

### Quick Answers to Tough Questions

Through the program, any Wisconsin public entity insured with EMC is eligible to receive up to 90 minutes of free consultation per quarter with an Axley Brynelson, LLP, attorney on legal questions such as:

- Employment matters, including harassment and discrimination
- Open meetings law
- Open records law
- Contracts
- Potential negligence
- Workers' compensation



### About Axley Brynelson, LLP

Axley Brynelson, LLP, is the law firm designated under the Hotline Legal Services Program as part of the public entity insurance program. Axley Brynelson, LLP, is a full-service law firm located in Madison, Wis. The firm's attorneys have been providing legal services for over 150 years.





## Confidential, Secure 24-Hour Service

Authorized persons such as administrators can contact Hotline Legal Services any time, day or night, with questions regarding legal issues. Call 800-368-5661 (toll-free) or 608-257-5661, email [llubinsky@axley.com](mailto:llubinsky@axley.com) or send a fax to 608-257-5444. An Axley Brynelson, LLP, attorney will respond within 24 hours, Monday through Friday, 8 a.m.-5 p.m. All communication through Hotline Legal Services is confidential and secure.

Upon request, an email summarizing the question asked and the advice given will be sent to the person who contacted the hotline within 24 hours after each consultation.

## Legal Alerts Keep You Informed

Hotline Legal Services also provides you with timely "legal alerts" explaining important court rulings or legislation that could affect you. All public entities insured by EMC receive these legal alerts free of charge, compliments of EMC Insurance Companies.

## The Fine Print

EMC Insurance Companies is not a law firm and does not provide legal advice. Hotline Legal Services does not create an attorney-client relationship between EMC Insurance Companies and the insured. Legal consultation with Axley Brynelson, LLP, under this program should not be construed as a substitute for performing any obligation as required by the insurance policy, such as providing a notice of loss or proof of claim. Questions regarding your public entity's EMC insurance policy must be addressed to your independent insurance agent or to EMC Insurance Companies.

## Additional Services

Public entities may request services from Axley Brynelson, LLP, beyond those provided under the Hotline Legal Services Program. Such services are provided on a case-by-case basis pursuant to a separate billing arrangement between the public entity and Axley Brynelson, LLP.



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**EMC Insurance Companies**  
**Milwaukee Branch**  
 16455 W. Bluemound Road  
 Brookfield, WI 53005  
 855-495-1800 • 262-717-3900  
[www.emcins.com](http://www.emcins.com)

# Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 (COVID-19)

## Summary of Recent Changes

This interim guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19) (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

This interim guidance is intended for organizers and staff responsible for planning mass gatherings or large community events in the United States. A mass gathering is a planned or spontaneous event with a large number of people in attendance that could strain the planning and response resources of the community hosting the event, such as a concert, festival, conference, or sporting event. Guidance specific to schools and childcare settings, institutions of higher education, and community- and faith-based organizations can be found on CDC's website focused on prevention COVID-19 spread in communities (<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>).

COVID-19 is an emerging respiratory disease and there is more to learn about its transmission, clinical course, and populations at increased risk of disease and complications (see **How COVID-19 Spreads** (<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>)). Everyone can do their part to help plan, prepare, and respond to this emerging public health threat.

Older adults and persons with severe underlying health conditions (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>) are considered to be at increased risk of more serious illness after contracting COVID-19. Priority should be given to ensuring the safety of these groups of people, particularly for any mass gatherings that are expected to have a large number of older adults or persons with underlying conditions.

## In This Document

- [Considerations for Cancelling or Postponing a Mass Gathering](#)
- [Steps to Plan, Prepare, and Proceed with a Mass Gathering](#)
- [Follow-up After a COVID-19 Outbreak has Ended](#)
- [Readiness Resources](#)

As the COVID-19 outbreak evolves, CDC strongly encourages event organizers and staff to prepare for the possibility of outbreaks in their communities. Creating an emergency plan for mass gatherings and large community events can help protect you and the health of your event, participants and the local community.

CDC has developed recommended actions for preventing the spread of COVID-19 at mass gatherings and large community events. This guidance suggests strategies to help you plan for and implement ways in which to better protect all involved in a mass gathering.

Organizers should continually assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for mass gatherings. Listed below are some considerations organizers should keep in mind as they make decisions about whether to postpone or cancel an event. If organizers decide to proceed with an event they should consult the "Steps to Plan, Prepare, and Proceed with a Mass Gathering" section of this document.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Considerations for Postponing or Cancelling a Mass Gathering

There are a number of factors to consider when determining the need to postpone or cancel a large gathering. These include:

- **The overall number of attendees.** Larger gatherings (for example, more than 250 people) offer more opportunities for person-to-person contact and therefore pose greater risk of COVID-19 transmission.
- **The number of people attending who are at greater risk of more serious illness after contracting COVID-19.** Older adults and persons with severe pre-existing health conditions are thought to be at increased risk.
- **The density of attendees within a confined area.** Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within 6 feet).
- **The potential economic impact to participants, attendees, staff, and the larger community.**
- **The level of transmission in your local community and the level of transmission in the areas from which your attendees will travel.** To better understand the level of community transmission in your community (and in the communities from which your attendees will be traveling), consult with your local and/or state public health department.
- **If there are ways in which to significantly reduce the number of attendees.** For example, for sporting events or school concerts, organizers could consider holding the event but significantly reduce the number of audience members.

At a minimal-to-moderate level of community transmission, it is recommended to:

- Cancel community-wide mass gatherings (for example, >250 people; the cutoff threshold is at the discretion of community leadership based on the current circumstances the community is facing and the nature of the event (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>) or move to smaller groupings.
- Cancel gatherings of more than 10 people for organizations that serve higher-risk populations.

At a substantial level of community transmission, it is recommended to cancel mass gatherings of any size.

## Steps to Plan, Prepare, and Proceed with a Mass Gathering

The details of your emergency operations plan should be based on the size and duration of your events, demographics of the participants, complexity of your event operations, and type of on-site services and activities your event may offer.

### Review the existing emergency operations plans for your venues

- **Meet with the emergency operations coordinator or planning team at your venues.** Discuss the emergency operations plans and determine how they may impact aspects of your events, such as personnel, security, services and activities, functions, and resources. Work with the emergency operations coordinator or planning team to prepare for the key prevention strategies outlined in this guidance. Develop a contingency plan that addresses various scenarios described below which you may encounter during a COVID-19 outbreak.
- **Establish relationships with key community partners and stakeholders.** When forming key relationships for your events, include relevant partners such as the local public health department, community leaders, faith-based organizations, vendors, suppliers, hospitals, hotels, airlines, transportation companies, and law enforcement. Collaborate and coordinate with them on broader planning efforts. Clearly identify each partner's role, responsibilities, and decision-making authority. Contact your local public health department for a copy of their outbreak response and mitigation plan for your community. Participate in community-wide emergency preparedness activities.

## Address key prevention strategies in your emergency operations plan

- **Promote the daily practice of everyday preventive actions.** Use health messages and materials developed by credible public health sources such as CDC (<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>), or your local public health department to encourage your event staff and participants to practice good personal health habits. Consider displaying signs (physical and/or electronic) throughout the event to provide frequent reminders to participants to engage in **everyday preventive actions** (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>) to help prevent the spread of COVID-19. These include:
  - » Stay home when you are sick, except to get medical care.
  - » Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
  - » Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
  - » Avoid touching your eyes, nose, and mouth with unwashed hands.
  - » **Clean frequently touched surfaces and objects daily** (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>).

Handshakes and “high-fives” are often exchanged at meetings and sporting events, and these can be ways in which COVID-19 can be transmitted from person to person. As a way of decreasing the social pressure to engage in these common behaviors, consider displaying signs (physical and/or electronic) that discourage these actions during the gathering.

*Note: Use culturally appropriate messages, materials, and resources.*

- **Provide COVID-19 prevention supplies to event staff and participants.** Ensure that your events have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.
  - » Routinely clean and disinfect surfaces and objects that are frequently touched. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label.
  - » For disinfection most common EPA-registered household disinfectants should be effective.
    - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available **here** ([https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\\_03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf)). Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
      - › 5 tablespoons (1/3rd cup) bleach per gallon of water or
      - › 4 teaspoons bleach per quart of water
  - » Additional information on cleaning and disinfection of community facilities can be found on CDC’s website (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>).

*Note: **Disposable facemasks** (<https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf>) should be kept on-site and used only if someone (worker or attendee) becomes sick at your event. Those who become sick should be immediately isolated from staff and participants who are not sick and given a clean disposable facemask to wear.*

- **Plan for staff absences.** Develop and implement flexible attendance and sick-leave policies. Event staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals. Allow staff to work from home when possible. Identify critical job functions and positions and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing). Provide instructions about how and when to safely return to work.
- **Implement flexible staff attendance and sick-leave policies (if possible).** Require staff to stay home if they are sick or caring for a sick household member. Notify staff when you plan to implement COVID-19 leave policies.

*Note: Direct staff who get sick with COVID-19 symptoms to avoid contact with others and to seek medical advice.*

- **Consider alternatives for event staff and participants who are at increased risk for complications from COVID-19.** Currently, older adults and persons with severe underlying health conditions (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>) are considered to be at increased risk for severe illness and complications from COVID-19. Event organizers can consider reassigning duties for higher-risk staff to have minimal contact with other persons. People in higher-risk groups should consult with their healthcare provider about attending large events. Consider providing refunds to event participants who are unable to attend because they are at high risk and/or provide information on alternative viewing options.
- **Promote messages that discourage people who are sick from attending events.** This could include electronic messages sent to attendees prior to travel to the event as well as messages requesting that people leave events if they begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath. Attendees should be encouraged to seek medical advice promptly by calling ahead to a doctor's office or emergency room to get guidance. See CDC guidance on **what to do when sick with COVID-19** (<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>).

*Note: Use culturally appropriate messages, materials, and resources.*

- **If possible, identify a space that can be used to isolate staff or participants who become ill at the event.** Designate a space for staff and participants who may become sick and cannot leave the event immediately. Work with partners, such as local hospitals, to create a plan for treating staff and participants who do not live nearby. Include a **plan for separating and caring for vulnerable populations** (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>). If any staff member or participant becomes sick at your event, separate them from others as soon as possible. Establish procedures to help sick staff or participants leave the event as soon as possible. Provide them with clean, **disposable facemasks** (<https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf>) to wear, if available. Work with the local public health department and nearby hospitals to care for those who become sick. If needed, contact emergency services for those who need emergency care. Public transportation, shared rides, and taxis should be avoided for sick persons, and disposable facemasks should be worn by persons who are sick at all times when in a vehicle. Read more about **preventing the spread of COVID-19 if someone is sick**. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- Note: Providing a sick staff member or event participant with a disposable facemask to wear does not replace the need for that person to leave as soon as possible, stay home, and seek medical advice. Wearing a disposable facemask in the workplace or while participating in a large event is not a sufficient infection control measure.*
- **Plan ways to limit in-person contact for staff supporting your events.** Several ways to do this include offering staff the option to telework if they can perform their job duties off-site, using email, and conducting meetings by phone or video conferencing. Reduce the number of staff needed such as staggering shifts for staff who support essential functions and services during events.
- **Develop flexible refund policies for participants.** Create refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.
- **Identify actions to take if you need to postpone or cancel events.** Work closely with local public health officials to assess local capacities in the area. During a COVID-19 outbreak, resource limitations among local healthcare systems and/or law enforcement can influence the decision to postpone or cancel your events. If possible, plan alternative ways for participants to enjoy the events by television, radio, or online.

#### **Communicate about COVID-19**

- **Stay informed about the local COVID-19 situation.** Get up-to-date information (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) about local COVID-19 activity from public health officials. Be aware of temporary school dismissals in your area because these may affect event staff.

*Note: Early in the outbreak, local public health officials may recommend schools dismiss temporarily* (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>).



- **Update and distribute timely and accurate emergency communication information.** Identify everyone in your chain of communication (for example, event staff, participants, suppliers, vendors, and key community partners and stakeholders) and establish systems for sharing information with them. Maintain up-to-date contact information for everyone in the chain of communication. Identify platforms, such as a hotline, automated text messaging, and a website to help disseminate information. Update key community partners and stakeholders regularly. Share information about how you and the emergency operations coordinator or planning team for the venues are responding to the outbreak.
- **Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.** Information you share should be easily understood by everyone attending the events. Learn more about reaching people of diverse languages and cultures by visiting: **Know Your Audience** (<http://www.cdc.gov/healthcommunication/Audience/index.html>). You also can learn more about communicating to staff in a crisis at: **Crisis Communications Plan** (<http://www.ready.gov/business/implementation/crisis>).

## Follow-up After a COVID-19 Outbreak has Ended

Remember, a COVID-19 outbreak could last for a long time. When public health officials determine that the outbreak has ended in your local community, work with them to identify criteria for scaling back COVID-19 prevention actions at your events. Base the criteria on slowing of the outbreak in your local area. If your events were cancelled, work with your venues to reschedule your events.

**Evaluate the effectiveness of your emergency operations and communication plans**

- **Meet with the emergency operations coordinator or planning team for your venues to discuss and note lessons learned.** Gather feedback from event staff, participants (if possible), community partners, and stakeholders to improve plans. Identify any gaps in the plans and any needs you may have for additional resources.
- **Maintain and expand your planning team.** Look for ways to expand community partnerships. Identify agencies or partners needed to help you prepare for infectious disease outbreaks in the future and try to add them to your planning team.
- **Participate in community-wide emergency preparedness activities.**

## COVID-19 Readiness Resources

Visit [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19) for the latest information and resources about COVID-19

**COVID 2019 Situation Summary**

<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

**Prevention and Treatment**

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

**What to Do If You Are Sick**

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

**Pregnant Women and COVID-19 FAQs**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/pregnancy-faq.html>

**FAQs: Coronavirus Disease-2019 (COVID-19) and Children**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/children-faq.html>

**Handwashing: A Family Activity**

<https://www.cdc.gov/handwashing/handwashing-family.html>

**Handwashing: Clean Hands Save Lives**

<http://www.cdc.gov/handwashing>



## **CDC Interim Guidance for Specific Audiences**

**Get Your Household Ready for Coronavirus Disease 2019 (COVID-19)**

<https://www.cdc.gov/coronavirus/2019-ncov/community/get-your-household-ready-for-COVID-19.html>

**Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-2019)**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>

**Interim Guidance for Administrators of US Institutions of Higher Education (IHE) to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

**Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

**Interim Guidance for Travelers**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

## **CDC Communication Resources**

**Interim Guidance: Public Health Communicators Get Your Community Ready for Coronavirus Disease 2019 (COVID-19)**

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-communicators-get-your-community-ready.html>

**Print Resources**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

**Buttons and Badges**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/buttons-badges.html>

Dear Mayor Slate, City Council, City Staff and Citizens of Markesan, Wisconsin:

During the past seventeen years, I have had the honor and privilege to serve on several committees and as a Councilperson for the great City of Markesan, Wisconsin. I have done my best to give back to the community I grew up in, the people who supported my family and helped shape the person I am today.

I have made the difficult decision to resign my Councilperson position effective June 10, 2020.

I have only gratitude and respect for the time and commitment the Mayor, Council people and City Staff give to our City. I want to thank the residents of Markesan who have let me represent them, my fellow Council Members, past and present, who I served with, the Mayor, City Clerk, and the City Staff who work every day to keep Markesan running and thriving. I wish you all success as you continue your work to maintain Markesan as the best place to call home.

Respectfully,

*Brenda Henke*



Betsy Amend &lt;bamend@markesanwi.gov&gt;

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**Re: Approve Policy**

1 message

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**Daniel Sondalle** <dsondalle@sondallelaw.com>  
To: Betsy Amend <bamend@markesanwi.gov>

Fri, May 8, 2020 at 8:12 AM

Having a policy is fine but it has to meet the requirements of section 273-8 of our code which spells out the notice requirements. The policy must add the language in section 273-8 F. Also make sure the building inspector has reviewed this proposed policy. Dan.

On Thu, May 7, 2020, 11:13 AM Betsy Amend <bamend@markesanwi.gov> wrote:

Can you please review the attached new policy on Violation Notice Timing?

It will be approved at Council Tuesday.

Thanks



*Betsy Amend*  
*City of Markesan Clerk-Treasurer*  
*920-398-3031*

*City of Markesan, WI  
Tuesday, May 8, 2018*

## Chapter 273. Property Maintenance

### § 273-8. Notice.

Whenever the Building Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter, notice of such alleged violation shall be given to the person responsible therefor which shall:

- A. Be in writing.
- B. Indicate the nature of the violation.
- C. Indicate the time for the correction of the violation in accordance with this chapter.
- D. Be served upon the owner or his agent or the occupant or operator, as the case may require. Such notice shall be deemed to be properly served upon such owner or his agent or occupant or operator if a copy thereof is:
  - (1) Served upon him personally;
  - (2) Sent by registered or certified mail to his last known address;
  - (3) Posted in a conspicuous place in or about the building or structure affected by notice; or
  - (4) Served upon a member of the family of the owner, operator or occupant 14 years of age or older.
- E. State a reasonable amount of time, not to exceed 30 days, to correct or abate the violation.
- F. Advise the person served of the right to request a hearing before the Common Council or Committee and that the notice shall become an order of the Building Inspector five days after service unless such a hearing is requested.



150 S. BRIDGE ST. • MARKESAN, WI 53946 • 920-398-3031

## **Administrative Policy – “Violation Notice Timing and Fines”**

The purpose of this policy is to provide the Building Inspector a documented violation notice procedure.

The Building Inspector administers and enforces City ordinances which regulate the City Property Maintenance codes. When a violation of an ordinance standard is identified, the Building Inspector is required by ordinance to:

1. Notice the property owner of the violation and
2. Indicate the number of days that the violation exists or existed on the property.

The notice begins the enforcement process by informing the property owner of the violation. The number of days is used by the Police Chief to assign a fine or forfeiture to the property owner for violating the City ordinance.

After a violation has been verified by visual inspection by department staff or other qualified professionals:

1. The property owner shall be mailed a notice of violation letter by either registered or certified mail or by personal service.
2. The notice of violation shall provide 30 calendar days for the property owner to resolve the violation.
3. If after 30 days the violation is again verified to exist on the property, the property owner shall be provided a final 30 days to resolve the violation.
4. If the violation is verified to exist on the property 30 days after the final notice was mailed, the violation is to be turned over to Public Property Committee. This is accomplished by a memorandum that includes the specifics of the case of violation, the timeline of Department actions, and the Department’s expectations for resolution.

The above procedure shall be applied and enforced concurrently with a property owner’s efforts to resolve the violation(s). However, the Building Inspector may reserve the right to discontinue enforcement and not request prosecution by the Public Property Committee or Police Chief if the violation is resolved within 60 days of the notice of violation. Any deviation from this policy shall be approved by the Building Inspector and documented in the parcel file.

This policy mirrors ordinance language that states that “each day that the violation exists, after receiving notice of the violation from the Building Inspector by certified or registered mail or personal service per Ch. 801.11 Wis. Stats., shall constitute a separate offense. It shall be interpreted through this policy that the number of days that would be applied to the fine or forfeiture would be the number of days between when the violation was first noticed to the property owner and when the violation is resolved.

If the property is deemed unsafe, dilapidated and unable to repair, the Building Inspector and Public Property Committee may order for the building to be razed per Ch. 66.0413 Wis. Stats.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARKESAN  
REGARDING KEEPING OF CHICKENS**

The City Council of the City of Markesan do ordain as follows:

**§ \_\_\_\_\_. Keeping of Chickens.**

- A. Definitions. As used in this section, the following terms shall have the meanings indicated:

CHICKEN – Shall mean a female hen or pullet.

CHICKEN TRACTOR – A movable chicken coop lacking a floor.

HENHOUSE/COOP – A structure where chickens are kept.

ROOSTER – Shall mean a male domestic fowl older than 3 months.

- B. No person shall keep chickens or establish or maintain any henhouse upon any premises within the City limits without a valid permit approved by the City Clerk or his/her designee.

- C. Permit.

- (1) A permit shall be issued only to the primary owner(s) of record of a single family residence located in a residential district. The property owner/permittee shall reside on the premises regulated by the permit. No chicken may be kept at mobile homes, condominiums, apartment complexes, duplexes, or any other multiple family properties. The propagation of chickens for commercial purposes or for any activity or purpose not related to the personal purpose of the permit holder, including fertilizer production and/or the sale of eggs, shall be prohibited.
- (2) The permit application shall include proof of registration with the Wisconsin Department of Agriculture, Trade and Consumer Protection pursuant to Section 95.51, Wis. Stats.
- (3) The permit application shall include a diagram describing the location of the henhouse in relationship to lot boundaries. The City Clerk or his/her designee shall review the plan with staff before issuing the permit.

- (4) Where a property is a City-designated historic site, the Historic Preservation Commission shall review the plan for a henhouse prior to the issuance of a building permit.
- (5) The applicant shall mail the permit application to all adjacent property owners requesting consent signatures from those owners.
- (6) All permits shall be issued for a term of one year, commencing with the first day of January of each year and terminating as of 12:00 midnight on the last day of the permit period. Application for permits may be made from January 1 through March 31<sup>st</sup> of each year without a late fee. A permit that is not renewed shall be considered expired.
- (7) The permit information shall be attached to the henhouse, which shall include a name, permit number and an emergency contact telephone number.
- (8) Permit, late fee and renewal fees shall be paid in accordance with the fee schedule set by resolution of the City Council.
- (9) A permit shall expire at such time as the permittee no longer maintains chickens at the permitted address.
- (10) Upon notification of unsanitary and uncleanness, the City of Markesan has the right to inspect the hen house.
- (11) Revocation. A permit may be revoked by the City Clerk or his/her designee at the request of the Chief Building Inspector, Fire Inspector, Fire Chief, Police Chief, or any of their designees for the following reasons:
  - (a) Failure to comply with any of the provisions of this section of the Code.
  - (b) Where the keeping of chickens is determined to create a nuisance as defined by Chapter of the Code.
  - (c) Where it is determined that the keeping of chickens is detrimental to the life or health of an adjacent property owner. A written physician's report of a medical condition is proof that it would be detrimental.

- (d) Failing to notify an adjacent property owner(s) and secure consent for the requested permit.
  - (e) Once revoked, a permit shall not be reissued for a two-year period.
- (12) Any applicant whose permit application has been denied or revoked under the provisions of this Ordinance shall have the right to appeal said denial.
- (13) Any permit holder who has his/her permit revoked must within 96 hours properly remove the chickens and henhouse from such property.

D. Standards.

- (1) A total of four hens and/or pullets per lot shall be permitted; roosters and crowing hens shall be prohibited.
- (2) The minimum size requirements for a hen house (a hen house is required) is not less than three (3) cubic feet of space per bird and the hen house must connect to a secure and fully ventilated pen (also required) which contains not less than seven (7) cubic feet of space per bird. All henhouses and pens shall be enclosed with wire netting or equivalent material that will prevent chickens from escaping. An appropriately sized nesting box (also required) shall be provided at the rate of not less than one box per every two birds. Pens shall be properly sized as will permit full spread of the kept birds(s) wingspan and allow the bird(s) to walk/run.
- (3) Chickens shall be housed within a detached stationary structure used exclusively to keep hens. One henhouse shall be permitted per lot, provided that the property does not include an accessory building such as a storage shed, gazebo, or similar building. Temporary and/or moveable devices and structures, including chicken tractors, shall be prohibited.
- (4) All enclosures for the keeping of chickens must provide adequate ventilation as well as sun protection, and be sanitary, insulated, weatherproof and impermeable to rodents, wild birds, and predators, including dogs and cats and similar. It must also be structurally sound, moisture proof and maintained in good repair with sufficient space for freedom of movement and retention of body heat with elevated perches for natural roosting position. The nesting boxes must be elevated off the ground.



- (5) Chickens shall be secured within a hen house during non-daylight hours.
- (6) No chickens may be kept within a principal residence or garage.
- (7) No person shall keep chickens in any location on the property other than in the backyard. Hen houses and chicken pens shall not be located closer than 75 feet from the ordinary high water mark of any lake, river, or stream.
- (8) Chickens may not roam free outside of a hen house or enclosed run, or roam off of the permitted property. No dog or cat or other domesticated animal that kills a chicken off of the permitted property will, for that reason alone, be considered a dangerous or aggressive animal.
- (9) The slaughter of chickens shall be prohibited.
- (10) If a chicken dies, it must be disposed of promptly in a sanitary manner. Chickens shall be kept and handled in a sanitary manner. Chickens shall be kept as pets and for personal use only.
- (11) No henhouse or henhouse and outdoor run shall be located within 15 feet of any side and/or rear lot line, and/or be sited to obstruct an existing drainage course or create a drainage problem for the property on which it is situated or for any neighboring property.
- (12) Noise from chickens may not be loud enough at the property boundaries to disturb a person of ordinary sensitivity. The hen house and pen system shall be properly designed, laid out on/ over a hard surface and maintained as will provide safe and healthy living conditions for the chickens.
- (13) Enclosures must be cleaned not less than twice weekly, kept dry and in a neat and sanitary condition at all times, and exist in a manner that will not disturb the use of enjoyment of neighboring lots due to noise, odor, or other adverse impact.
- (14) The hen house shall be enclosed on all sides and have a roof and doors. Access doors must be able to be shut and locked at night. Opening windows and vents must be covered with predator and bird-proof wire or fence of no more than one inch openings.
- (15) Provisions must be made for the routine removal and lawful

disposal of chicken manure in order to prevent any adverse effects related to odor or unsanitary conditions.

**ADOPTED:**

Attest:

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Elizabeth A Amend, City Clerk

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City Attorney:  
Reviewed

## **BULKY TRASH DAY**

Advanced Disposal can bring up to 4 roll-off containers (20 feet by 8 feet) on-site to the City of Markesan for bulky trash day. The residents would have to bring the trash to the site. We have the option to do it on one or two days. We are responsible to monitor the containers. If we have it two days, for example a Friday and Saturday, Advanced Disposal can empty it on Friday and then pick up on Monday.

They also advised that the Fall Bulky Trash will be for sure on October 23<sup>rd</sup>, 2020.

**103.88 Absence from work of volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver.**

**(1) DEFINITIONS.** In this section:

- (a) "Ambulance service provider" means an ambulance service provider, as defined in s. 256.01 (3), that is a volunteer fire department or fire company, a public agency, or a nonprofit corporation.
- (b) "Emergency" means a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.
- (bm) "Emergency medical responder" has the meaning given in s. 256.01 (4p).
- (c) "Emergency medical services practitioner" has the meaning given in s. 256.01 (5).
- (d) "Employee" means an individual employed in this state by an employer, but does not include an individual employed to provide direct patient care at a hospital intensive care unit or emergency department, as defined in s. 940.20 (7) (a) 1g.
- (e) "Employer" means a person engaging in any activity, enterprise, or business in this state. "Employer" includes the state and any office, department, independent agency, authority, institution, association, society, or other body in state government created or authorized to be created by the constitution or any law, including the legislature and the courts. "Employer" does not include a paid fire department or an ambulance service provider, as defined in s. 256.01 (3).
- (g) "Nonprofit corporation" has the meaning given in s. 256.01 (12).
- (h) "Public agency" has the meaning given in s. 256.15 (1) (n).
- (i) "Responding to an emergency" includes going to, attending to, and returning from an emergency.

**(2) ABSENCE FROM WORK PERMITTED.** An employer shall permit an employee who is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with sub. (3) (a). This subsection does not entitle an employee to receive wages or salary for the time the employee is absent from work due to responding to an emergency as provided in this subsection.

**(3) RESPONSIBILITIES OF EMPLOYEE.**

- (a) An employee may be late for or absent from work under sub. (2) if the employee does all of the following:
1. By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the employee's employer a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the employer that the employee is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation.
  2. When dispatched to an emergency, makes every effort to notify the employee's employer that the employee may be late for or absent from work due to the employee's responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact the employer, submits to the employer a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made.
  3. When late for or absent from work due to responding to an emergency, provides, on the request of the employee's employer, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

- (b) When the status of an employee under sub. (2) as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the employee shall notify the employee's employer of that change in status.
- (4) PROHIBITED ACTS.
  - (a) No person may interfere with, restrain, or deny the exercise of the right of an employee to respond to an emergency as provided in sub. (2).
  - (b) No person may discharge or discriminate against an employee in promotion, in compensation, or in the terms, conditions, or privileges of employment for responding to an emergency as provided in sub. (2), opposing a practice prohibited under this section, filing a complaint or attempting to enforce any right under this section, or testifying or assisting in any action or proceeding to enforce any right under this section.
- (5) ENFORCEMENT. An employee whose right to respond to an emergency under sub. (2) is interfered with, restrained, or denied in violation of sub. (4) (a) or who is discharged or discriminated against in violation of sub. (4) (b) may file a complaint with the department, and the department shall process the complaint in the same manner that employment discrimination complaints are processed under s. 111.39. If the department finds that an employer has violated sub. (4) (a) or (b), it may order the employer to take action to remedy the violation, including reinstating the employee, providing compensation in lieu of reinstatement, providing back pay accrued not more than 2 years before the complaint was filed, and paying reasonable actual costs and attorney fees to the complainant.

**History:** 2009 a. 140; 2017 a. 12.



## Ewald Automotive Group

Scott Kussow | 262-567-5555 | [skfleet@ewaldauto.com](mailto:skfleet@ewaldauto.com)

# City of Markesan

Prepared For: Joe Strelow

920-229-0821

[jstrelow@markesanwi.gov](mailto:jstrelow@markesanwi.gov)

Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck





## Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck (✓ Complete)

### Quote Worksheet

	MSRP
Base Price	\$37,400.00
Dest Charge	\$1,595.00
Total Options	\$14,064.00
<b>Subtotal</b>	<b>\$53,059.00</b>
<b>Subtotal Pre-Tax Adjustments</b>	<b>\$0.00</b>
Less Customer Discount	(\$11,667.00)
<b>Subtotal Discount</b>	<b>(\$11,667.00)</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$41,392.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$41,392.00</b>

+ 850.00  
Fenders

#### Comments:

2021 Chevrolet Silverado 3500 Regular Cab 4wd C&C with Rugby Dump Body to your specs as detailed. Registration fees are not included.  
Delivery can be anticipated 180-210 days from receipt of your order.

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 10856. Data Updated: Apr 27, 2020 9:32:00 PM PDT.



## Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck (✓ Complete)

### Standard Equipment

#### Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Differential, heavy-duty locking rear

Air filter, high-capacity

Air filtration monitoring

Transfer case, two-speed, electronic shift with push button controls (Requires 4WD models.)

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Recovery hooks, front, frame-mounted, Black (Not included when (VQY) Chrome recovery hooks, LPO is ordered.)

Body, Chassis Cab

Frame, fully-boxed, hydroformed front section and an open "C" rear section

GVWR, 14,000 lbs. (6350 kg)

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Fuel tank, front and rear, 63.5 gallon (Late Availability.)

Capped Fuel Fill

#### Exterior

Tires, LT235/80R17E all-season highway, blackwall (STD)

Spare tire delete. Deletes the spare tire and wheel. (STD)

Wheels, 17" (43.2 cm) painted steel

Dual Rear Wheels

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Data Version: 10858. Data Updated: Apr 27, 2020 9:32:00 PM PDT.





## Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck (✓ Complete)

### Exterior

Wheel trim, painted center caps

Bumpers, front, Black

Moldings, beltline, Black

Grille (Front grille bar with "CHEVROLET" molded in Black, includes Black mesh inserts with small Gold bowtie emblem.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

Lamps, Smoked Amber roof marker, (LED)

Lamps, cargo area, cab mounted integrated with center high mount stop lamp with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailing lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black

Mirror caps, Black

Glass, solar absorbing, tinted

Door handles, Black grained

### Entertainment

Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

### Interior

Seats, front 40/20/40 split-bench (no storage) (STD)

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Floor covering, rubberized-vinyl

Steering column, Tilt-Wheel, manual with wheel locking security feature

Steering wheel, urethane

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Brake lining wear indicator

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Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck (✓ Complete)

### Interior

Windows, manual (Requires Regular Cab model.)

Door locks, manual (Requires Regular Cab model.)

Power outlet, front auxiliary, 12-volt

USB port, located on instrument panel

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Back-up alarm calibration. This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting

### Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

### Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

### Safety-Interior

Airbags Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

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Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck (✓ Complete)

### WARRANTY

Warranty Note: <<< Preliminary 2020 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA Work Truck (✓ Complete)

### Selected Model and Options

#### MODEL

CODE	MODEL	MSRP
CK31403	2020 Chevrolet Silverado 3500HD CC 4WD Reg Cab 171" WB, 84.5" CA Work Truck	\$37,400.00

#### COLORS

CODE	DESCRIPTION	MSRP
G7C	Red Hot	\$0.00

#### EMISSIONS

CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

#### ENGINE

CODE	DESCRIPTION	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	\$0.00

#### TRANSMISSION

CODE	DESCRIPTION	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)	\$0.00

#### AXLE

CODE	DESCRIPTION	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	\$0.00

#### PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00

#### TIRES

CODE	DESCRIPTION	MSRP
QZT	Tires, LT235/80R17E all-terrain, blackwall	\$200.00

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Work Truck ( ☒ Complete )

### SPARE TIRE

CODE	DESCRIPTION	MSRP
9L3	Spare tire delete. Deletes the spare tire and wheel. (STD)	\$0.00

### PAINT

CODE	DESCRIPTION	MSRP
G7C	Red Hot	\$0.00

### SEAT TYPE

CODE	DESCRIPTION	MSRP
A52	Seats, front 40/20/40 split-bench (no storage) (STD)	\$0.00

### SEAT TRIM

CODE	DESCRIPTION	MSRP
H1T	Jet Black, Cloth seat trim	\$0.00

### RADIO

CODE	DESCRIPTION	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00

### ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
VYU	Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Not available with (F60) Heavy Duty Front Spring Package.)	\$300.00
ZLQ	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks (Requires Fleet or Government order. Not available with (PCV) WT Convenience Package.)	\$1,250.00

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Work Truck (✓ Complete)

### ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
JL1	Trailer brake controller, integrated (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	\$275.00
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep Package. Free flow on (L8T) 6.6L V8 gas engine.)	Inc.

### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
DBG	Mirrors, outside power-adjustable vertical trailing with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (VYU) Snow Plow Prep Package.)	Inc.

### ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
AED	Window, power front, passenger express down (On Regular Cab model, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AU3	Door locks, power (On Regular Cab models, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AXG	Window, power front, drivers express up/down (On Regular Cab model, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	Inc.

### ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	MSRP
RVS	LPO, Assist steps - 4" Black - round (Not available with any other assist steps.)	\$650.00

### CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
DI-1	Delivery from Oconomowoc to Markesan	\$59.00
DI-2	Rugby 11' Dump Body to the specs as quoted by Casper's Truck Equipment	\$11,330.00

#### Options Total

**\$14,064.00**

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Vehicle: [Fleet] 2020 Chevrolet Silverado 3500HD CC (CK31403) 4WD Reg Cab 171" WB, 84.5" CA  
Work Truck ( ☒ Complete )

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### Price Summary

#### PRICE SUMMARY

	MSRP
Base Price	\$37,400.00
Total Options	\$14,064.00
Vehicle Subtotal	\$51,464.00
Destination Charge	\$1,595.00
Grand Total	\$53,059.00

\$ 42,242.00

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**FINANCE, PERSONNEL & SAFETY COMMITTEE OF THE WHOLE**  
**CLOSED MINUTES**

May 5, 2020

Closed Session: Fire Fighter Response and Public Works Assistant Hourly Wage.

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility, after which they may reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Motion by Mayor Slate & 2nd by Ald. Henke to go in to closed session at 7:15 pm. A roll call vote was taken and passed with 6 Ayes.

Regarding Fire Fighter response; After discussion, to allow the employee to clock out and respond to the call, providing they are not tied to a major project for the city. Have the clerk update the employee handbook.

Public Works Assistant Wage; After discussion, Mayor Slate and Joe Strelow will have a meeting with Dors Krentz to discuss.

Motion by Ald. Henke & 2nd by Mayor Slate to adjourn closed session and move to open session. A roll call vote was taken and passed with 6 Ayes at 7:35 pm.

Submitted by: Ald. Abendroth